CLIMATE CHANGE AGRICULTURE AND FOOD SECURITY

**CGIAR Research Program on
Climate Change, Agriculture and Food Security (CCAFS)**

Creating a Dataverse
Video Transcript

October 2013

Introduction

As a general user – i.e. without a Dataverse account – you would be able to access and download any files from Dataverses that have been made public. However, to be able to access restricted files or create your own Dataverse you will need a Dataverse account. This short video demonstrates how to create an account and how to create a Dataverse.

Creating a new account

From the home page of the Dataverse network site – thedata.org – click the link to IQSS Dataverse Network. From this page click the link to **Create Account.**

Complete the form noting that items marked with an asterisk as compulsory.

The username must be unique – when you click the **Create Account** button the system will check to see whether a user with that name already exists – if it does already exist you should try a different name not forgetting to retype the password which will have cleared.

We won't show you the whole process here as we already have an account – the next step would be to read and agree to the Terms of use. Once that is done you will have an account and be able to create your own Dataverse.

Creating a Dataverse

From the IQSS site click on **Create a Dataverse**, then complete the form.

For the type of Dataverse choose **Scholar** if you are working alone – the Dataverse will include your name and extra fields will appear for you to enter this. If working in a team choose Basic – most Dataverses will be of the Basic type.

Enter your affiliation and a name for the dataverse. Then give a short alias – this will become part of the URL – for example we chose SSCUK and this is now the final component of the URL for our dataverse. This alias will need to be unique – the system will check this when you click Save and if there is a conflict you will need to choose something else – there is obviously a conflict here as we have already created this Dataverse.

Note also that the home page description is limited to 255 characters.

Under classification you can choose one or more option – these are basically to help users find your dataverse.

Changing the settings

Any of the settings for the Dataverse can be changed later on – go into your Dataverse and click the link to **Options** – then go to the **Dataverse Settings** tab and choose the link for **Edit General Settings.**

Be careful about changing the alias though as this will change the URL for your Dataverse and may break any links that currently exist to this page.

Summary

Once you have a Dataverse you can start to load studies into it. With a user account you can add comments to studies where this option is set, request access to restricted files, and even add studies to some types of open Dataverses.

Appendix I – CCAFS Data Management Support Pack

This document is part of the CCAFS Data Management Support Pack produced by the Statistical Services Centre, University of Reading, UK. The following materials are available in the pack:

0. Data Management Strategy
   a. CCAFS Data Management Strategy
1. Research Protocols
   a. Writing Research Protocols – a statistical perspective
   b. Preparation of Research Protocols – Good Practice Case Study
   c. What is a Research Protocol, and how to use one (Video & Transcript)
   d. Details of what a Research Protocol should contain (Video & Transcript)
2. Data Management Policies & Plans
   a. Creating a Data Management Plan
   b. Data Management Plan (Video & Transcript)
   c. Example Data Management Activity Plan
   d. Example Consent Form
3. Budgeting & Planning
   a. Budgeting & Planning for Data Management
   b. ToR Data Support Staff
   c. Budgeting & Planning (Video & Transcript)
4. Data Ownership
   a. Data Ownership and Authorship
   b. Template – Data Ownership Agreement
   c. CCAFS Data Ownership & Sharing Agreement
   d. Data Ownership & Authorship (Video & Transcript)
5. Data & Document Storage
   a. Creating and Using a DDS
   b. DDS Introduction – (Video & Transcript)
   c. DDS Organisation – (Video & Transcript)
   d. DDS Ownership – (Video & Transcript)
   e. Introduction to Dropbox – (Video & Transcript)
6. Archiving & Sharing
   a. Archiving & Sharing Data
   b. Data and Documents to Submit for Archiving – a checklist
   c. MetaData
   d. Archiving & Sharing (Video & Transcript)
   e. Metadata (Video & Transcript)
   f. CCAFS HBS Questionnaire
   g. CCAFS HHS Code Book
   h. CCAFS Training Manual for Field Supervisors

7. CCAFS Data Portals
    a. Portals for CCAFS Outputs
    b. AgTrials Summary
    c. CCAFS-Climate Summary
    d. DSpace Introduction
    e. Introduction to Dataverse (Video & Transcript)
    f. Creating a Dataverse (Video & Transcript)
    g. Dataverse Study Catalogue
    h. CCAFS Dataverse (Video & Transcript)
8. Data Quality & Organisation
    a. Data Quality Assurance
    b. Guidance for handling different types of Data
    c. Transition from Raw to Primary Data
    d. Data Quality Assurance (Video & Transcript)
    e. Guidance for handling different types of data (Video & Transcript)
    f. Transition from Raw to Primary Data (Video & Transcript)